

Minutes of the Parish Council meeting
Wednesday, 14 May 2025 at 19:30
The Elmdon Lounge, Parish Hall, Elmdon Road, Marston Green

Present:

Cllr Mike Kay (Chairman)
Cllr Leigh Trevis
Cllr Dave Fenlon
Cllr Mark Noblet
Cllr Carole Pearce
Cllr Claire Kelly
Cllr Philip Clover

Clerk: Julie Brennan

Public: 2

C 25 - 084 Chairman's welcome

The Chairman welcomed everyone to the meeting.

C 25 - 085 The Public

A member of the public queried why orange balloons had recently been attached to lampposts in the area. Members confirmed that they had been put up by the family of a recently deceased resident on the day of her funeral.

C 25 - 086 Apologies

Apologies had been received and accepted from Cllr Paul Powell and Cllr Clive Hill.

C 25 - 087 Declaration of Interest and Dispensations

None.

C 25 - 088 Minutes of the Parish Council Meeting 9 April 2025

The Chairman asked those members present at the 9 April 2025 meeting if they had read the minutes and if they could confirm these as a true and accurate record.

Resolved: *that the minutes were a true and accurate record.*

C 25 - 089 Actions update

C 25 – 080 The Clerk advised that she had not yet advertised the vacant councillor roles but planned to so do shortly and would let members know when applications were received.

C 25 - 090 Events Committee

- a) The minutes of the meetings held on 10 April 2025 and 22 April 2025 were noted.
- b) The budget/expenditure report was noted.
- c) Members discussed the VE Day event which it was agreed had been well attended and the feedback had been positive. The event staged by the Parish Hall had also been successful and the hard work of Margaret and the volunteers was noted.
- d) Plans for the Family Fun Day were progressing and it was confirmed that a banner was being produced which would be displayed on the Pleck shortly.

C 25 - 091 Staffing Committee

- a) Cllr Leigh Trevis outlined the issues covered during the 16 April 2025 meeting. He confirmed that the Groundsmen would manage the Burial Ground opening during the office closure (between 24

December 2025 and 5 January 2026) and would claim time off in lieu for doing so.

C 25 - 092 Recreation Committee

- a) The minutes of the meetings held on 16 April 2025 were noted. Members discussed the damage caused by rabbits digging on the 3Ms field and the options for dealing with the problem. It was agreed that shooting the rabbits was the most viable option and the Clerk was asked to obtain a plan with costs from the Council's pest control company and to ensure that the necessary safety measures were taken to protect users of the Recreation Ground.

Resolved: by majority vote with five in favour and two abstentions to engage the Council's pest control company to attend to shoot the rabbits to limit further damage.

Action item: Clerk to obtain a plan with costs from the Council's pest control company to deal with the rabbits on the 3Ms field.

- b) The budget/expenditure report was noted.

C 25 - 093 Planning Committee

- a) The minutes of the meetings held on 22 April 2025 were noted.
- b) P25 – 037 (a) (PL/2025/00387/PN). Cllr Mark Noblet advised that additional comments had been submitted to SMBC regarding access to the site over unregistered land in order to install and maintain the proposed phone mast.

P25 – 038 (a) Proposed traffic calming and pedestrian crossing on Station Road. Cllr Noblet let Members know that the Committee had suggested that if funding permitted, a pelican crossing should be installed rather than a zebra crossing in order to better manage traffic movement.

C 25 - 094 Finance & General Purpose Committee

- a) The minutes of the meetings held on 28 April 2025 were noted.
- b) The budget/expenditure report was noted. Members reviewed the report on income and expenditure for the 2024/25 financial year noting a variance of only £184 for the year.
- c) The Quarterly Budget report to 31 March 2025 was noted.
- d) Members discussed the Clerk's request to upgrade the Starlink internet service from 50GB to 500GB at a cost of £99 per month and this was approved.
- Resolved:** that the Starlink internet service should be upgraded from 50GB to 500GB at a cost of £99 per month.
- e) Members discussed the suggestion to introduce an admin fee of £25 to cover minor administration work relating to the burial ground.
- Resolved:** that a fee of £25 should be introduced to cover minor administration work relating to the burial ground.
- f) It was noted that the Standing Orders reviewed by the F&GP Committee had been approved in the Annual Parish Meeting which had taken place prior to this Parish Council meeting.
- g) The Clerk advised that NFU were unable to provide insurance to Parish Councils. It was noted that the existing insurance policy had expired and the quote of £2,095.17 from Howdens approved. It was noted that the payment was listed on the payment approval list.

Resolved: that the pickup insurance should be renewed with Howdens at a cost of £2,095.17.

- h) (l) Members reviewed the two requests to hold events at the Recreation Ground which were approved subject to the provision of:
- a copy of a suitable public liability insurance policy;
 - a full risk assessment;
 - confirmation that stewards will be arranged to manage the car park and/or security if necessary;
 - confirmation that first aid provision will be in place; and
 - confirmation that toilets will be provided (depending on numbers/event timing).

The Clerk was asked to make it clear that exclusive use of the site could not be provided as it is used by dog walkers and other visitors.

- (II) Members discussed the option to charge a fee to use the Recreation Ground for events and agreed that there should be no charge for charitable events but a fee of £100 should be charged for non-charitable events. The fee to be charged at the Clerk's discretion.

Resolved: that where an event is held for charitable purposes there will be no charge to use the Recreation Ground however if the event is a non-charitable event then a fee of £100 will be payable at the Clerk's discretion.

- i) The quotes obtained to install line markings on the Overspill Car Park were reviewed.

Resolved: that the recommendation to ask JJ Gileran to install the line markings on the Overspill Car Park was approved at a cost of £1,250 plus VAT. It was also agreed that the CIL monies should be used to pay JJ Gileran's invoice.

- j) Members discussed the recommendation to provide a donation of £400 to St Leonard's Church towards the cost of a coach trip to Weston Super Mare.

Resolved: to provide a donation of £400 to St Leonard's Church towards the cost of providing a coach trip for residents to Weston Super Mare on 19 August 2025.

C 25 - 095 To resolve to approve the Expenditure Transactions & List of Urgent Payments Made

The payments detailed on the expenditure report were considered and approved. There were no urgent payments made.

Resolved: that the expenditure payments detailed in the report were approved.

C 25 - 096 Internal Audit Report

Members discussed the Internal Audit Report provided by Bill Robinson following his attendance at the Parish Office on 25 April 2025. Members commented on the quality and detail of the report itself and noted the suggestion to adopt a scheme of delegation and a lone working policy which will be considered. It was also noted that all policies would shortly be available on the Council's website.

Resolved: that the Internal Audit report was noted.

C 25 - 097 Approval of the Annual Governance and Accountability return 2024/2025

a) Annual Internal Audit Report

The Chairman referred to the AGAR paperwork which had been included in the meeting pack. Members discussed the Internal Audit Report which was duly noted.

b) Annual Governance Statement (Section 1)

The Chairman read through each question (1 to 9) for members to consider and in each case the answer was yes save for number 9 which did not apply.

Resolved: that the Clerk should complete section one as approved and this was duly signed by the Chairman and the Clerk.

c) Accounting Statements (Section 2)

The Chairman asked if members had reviewed the financial information in the Accounting Statements and if they were happy to approve Section 2.

Resolved: that Section 2 of the return was approved and this was duly signed by the Chairman having already been signed by the Clerk.

C 25 - 098 External Committee Reports

- a) **Parish Hall Trustees** – It was noted that a new, more interactive website was being created and would be available soon.

- b) **Marston Green Village Charitable Trust** – There was no update at this meeting.

- c) **Airport Matters** – There was no update at this meeting.

- d) **HS2 Update** – Cllr Mark Noblet provided an update following the latest meeting. He advised that,

whilst the automated people mover had been discussed at length, the type, design and route the mover would take are yet to be finalised. Cllr Mike Kay confirmed that representatives from HS2 were due to provide an update to Councillors prior to the next Parish Council meeting at 7pm on 11 June 2025. He asked Members to submit any questions they may have ahead of the meeting to ensure that answers would be provided.

- e) **M42 J6 update** – Cllr Philip Clover provided an update on the M42 J6 works. He advised that the link road to the Airport was due to open at the end of June and that most of the land that was no longer required had been handed back to landowners. Cllr Clover also confirmed that the lights on Clock Island were working well. It was noted that at least 6 accidents had occurred and that poor road signs and lack of lighting continued to cause problems.
- f) **Catherine de Barnes Motorway Service Station Liaison Group** -Cllr Mike Kay let Members know that the meeting planned for May 2025 had been cancelled and a new date was awaited.
- g) **SAM Meeting** - There was no update at this meeting.

C 25 - 099 Correspondence

Members noted the letter of thanks from the 1st Marston Green Scouts following the successful running of the Easter Trail event over the weekend of 19 /20 April 2025.

C 25 - 0100 Date of the next meeting: 11 June 2025 at 19:30

Venue: The Elmdon Lounge, Parish Hall, Elmdon Road, Marston Green

The meeting closed at 20:35